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From: Sullivan, Julie (DPH)
Sent: Friday, January 15, 2010 5:23 PM
To: Han, Linda (DPH)
Subject: Human Resources Division Job Specifcation Project - HSLI
Attachments: administrative_assistant.pdf; program_coordinator.pdf; Admin Asst response_template DPH.doc; Program Coord response_template DPH.doc; current Program Coordinator.pdf; current Administrative Assistant Series.pdf; HSLI.xls

Follow Up Flag: Follow Up
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.....This looks worse than it really is. I suggest asking a couple of your senior managers to look at the draft specification, the first two documents in the attachments, paying particular attention to the areas identified by HRD.

Last summer the Human Resources Division (HRD) asked agencies to participate in the first phase of a project designed to update selected job specifications. Several groups of DPH employees participated in a series of interviews with a Classification Specialists hired by HRD. The information gathered was used to update the enclosed draft job specification.

The second phase of the project is to allow agency management(incumbents of management positons) to review and comment on the proposed specifications. To manage this phase of the project agencies with the highest number of positions in a particular title have been asked to be the lead reviewers on a short list of titles. DPH and BORIM have been identified as lead reviewers on the Administrative Assistant and Program Coordinator specifications. In addition to these titles DPH has been asked to review the Physician Specialist, Physical Therapist and Teacher Aide specifications. I am sending this e-mail to you because your programs use one or all of these titles. The instructions for completing this assignment are written below. Please feel free to call me with questions my telephone number is 617-624-5291. I will need your feedback before the close of business Monday, January 25, 2010. If you feel the specifications are acceptable as is please send me an e-mail to confirm this. At a later date managers may be asked to review additional titles used by the agency.

Although the overall content of the specifications has not changed dramatically, the lay-out of the specifications has changed, with each specification now consisting of eleven key components, including Required Competencies. Competencies are defined as the behaviors required to successfully execute the accountabilities and key functions of the employee's role. Although agencies will have the opportunity to view the entire specification, HRD is asking for agency input on five key areas. These areas include:

- * Distinguishing Characteristics
- * Supervision Received
- * Supervision Exercised
- * Essential Functions
- * Knowledge, Education and Experience

Instructions:

There are several document enclosed with this e-mail. The proposed job specifications and the Response Template, also enclosed is a list of the incumbents of these titles and the current job specifications for the titles you have been asked to review.

1. Review the draft job specifications for each job series. If the proposed specifications meet your need please respond by email that you have reviewed the specifications and do not have any additional information to add.

2. If you want to propose changes to the specification, complete the Response Template for the applicable job series. If the series contains multiple levels, please indicate in your comments which level you are referencing.

Forward your completed Response Template(s) to me electronically by January 25, 2010. The enclosed specifications are drafts and not for distribution. Reviewers must be incumbents of management positions.

Thank you